



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-MGT-09-008

The U.S. Consulate in Hyderabad is seeking an individual for the position of Human Resources Clerk, in the Management Office.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below).

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates.

POSITION: Human Resources Clerk, FSN-305-06, HYA-540002
(Personal Services Agreement)

OPENING DATE: April 07, 2009

CLOSING DATE: April 21, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-8
Ordinarily Resident: Grade: FSN-6*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTABLE.

BASIC FUNCTION OF POSITION:

- Performs clerical and management support duties in Human Resources Section.
- Ensures that all personnel forms and attachments are complete, internally consistent, and in compliance with information available in Human Resources Office records, obtains additional or corrected information, if necessary.
- Prepares different types of personnel actions for local employees including appointments, promotions, annual step increases, reassignments, suspensions, leave-without-pay, AWOL status, downgrading.

- Prepares separation actions including retirements, resignations, RIFs (Reduction-In-Force), death, and termination. Distributes copies to individuals and relevant offices for information and timely action, and maintains chronological records of all these actions.
- Arranges, sorts, and files HR-related papers/documents including copies of position descriptions in folders/binders, as appropriate.
- Screens medical claim forms submitted by employees for required information, insures that required reports are attached and processes these claims for reimbursement by the insurance company. Disburses medical reimbursement checks to employees. Processes new medical enrollments, changes in family status, etc.
- Post vacancy announcements. Conducts job-related written employment tests (Skills Tests) after obtaining the approved list of questionnaire from HR Supervisor.
- Provides Management and clerical support for Human Resources Section.

REQUIRED QUALIFICATIONS:

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| a. Education: | Completion of college degree is required. |
| b. Prior Work Experience: | One to two years of related or equivalent USG experience or in HR work or a closely related field. |
| c. Language Proficiency: | Level III (good working knowledge) in English. Level III in Telugu or Hindi is required. |
| d. Skills and abilities: | Ability to type and use computer. Ability to draft reports. Deal effectively, tactfully and discretely with a broad cross-section of people. Good interpersonal skills are required. |

SELECTION PROCESS:

Qualified Eligible Family Members and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. **Application for Employment**, Form HR-01 (Rev 05/04), available on website:

http://hyderabad.usconsulate.gov/job_opportunities.html

2. **OPTIONAL:** Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of DD-214 with their application

SUBMIT APPLICATION TO:

HR OFFICE
American Consulate General Hyderabad
Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA
or
E-mail: HyderabadVacancies@state.gov

Please insert **"VA# HYA-MGT-09-008"** (Vacancy Announcement Number) in the Subject of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number will not be accepted.

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the Subject announcement must be received in the Human Resources Office by close of business **April 21, 2009**.

Cleared by: MO - WHBoyle
Approved by: MO - WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER